

TECHNICAL NOTES

February 13, 2003

MO-1 Technical Note Number 22 (Revised)

Re: Manuscript - Final Manuscript Tables/Prewritten Material

The following procedure is implemented for the generating and processing of soil survey manuscript tables for publication.

Climatic Tables - See Technical Note Number 9.

All other tables (except for State tables; i.e., Forest Productivity)

- a) Tables will be generated from NASIS.
- b) The project leader or state office personnel will inform the MO office when final manuscript tables are ready to be generated. The project leader or state office personnel will specify from the National and local reports list in NASIS which tables are to be generated (See Technical Note 33); i.e., Table A1, B, C2, J1e, K1, Q, etc.
- c) In order to ensure that the hard copy of the tables and the electronic copy are identical, the MO office will print and send the final manuscript tables to the project leader or State office. At the same time the final tables are printed, an electronic copy of each table will be captured and stored at the MO.
- d) Any changes that need to be made to the hard copy tables should be made in red. Typical changes will include changing table A1 to table 4, table B to table 5, etc., changing table headings and deleting table columns that may not be applicable or are not consistently populated (i.e., percent sand and percent silt from table J1e).
- e) The edited hard copy of the tables will follow the manuscript during the technical review process - project office to State office to MO office.
- f) Any changes that are made to the hard copy of the tables will be keyed into the electronic copy at the MO. Any changes that are applicable and need to be made in NASIS will be the responsibility of the project office or State office.
- g) New prewritten material is now available for tables generated from NASIS 5.1. Contact the MO office and we will provide a hard copy of the prewritten material. This prewritten material is on orange paper and is dated May 2001.

- (h) There is no intent at the National level to write interpretations for wildlife habitat; thus, only stored interpretations exist. Unless the interpretations are written, it will be impractical to publish wildlife habitat tables.
- (i) Note that the prewritten material is NOT to be electronically edited. All edits to the material are to be in pen and ink only.